# AN AASIS TRAINING GUIDE

# Accounts Payable Basics
# Logistics Invoicing

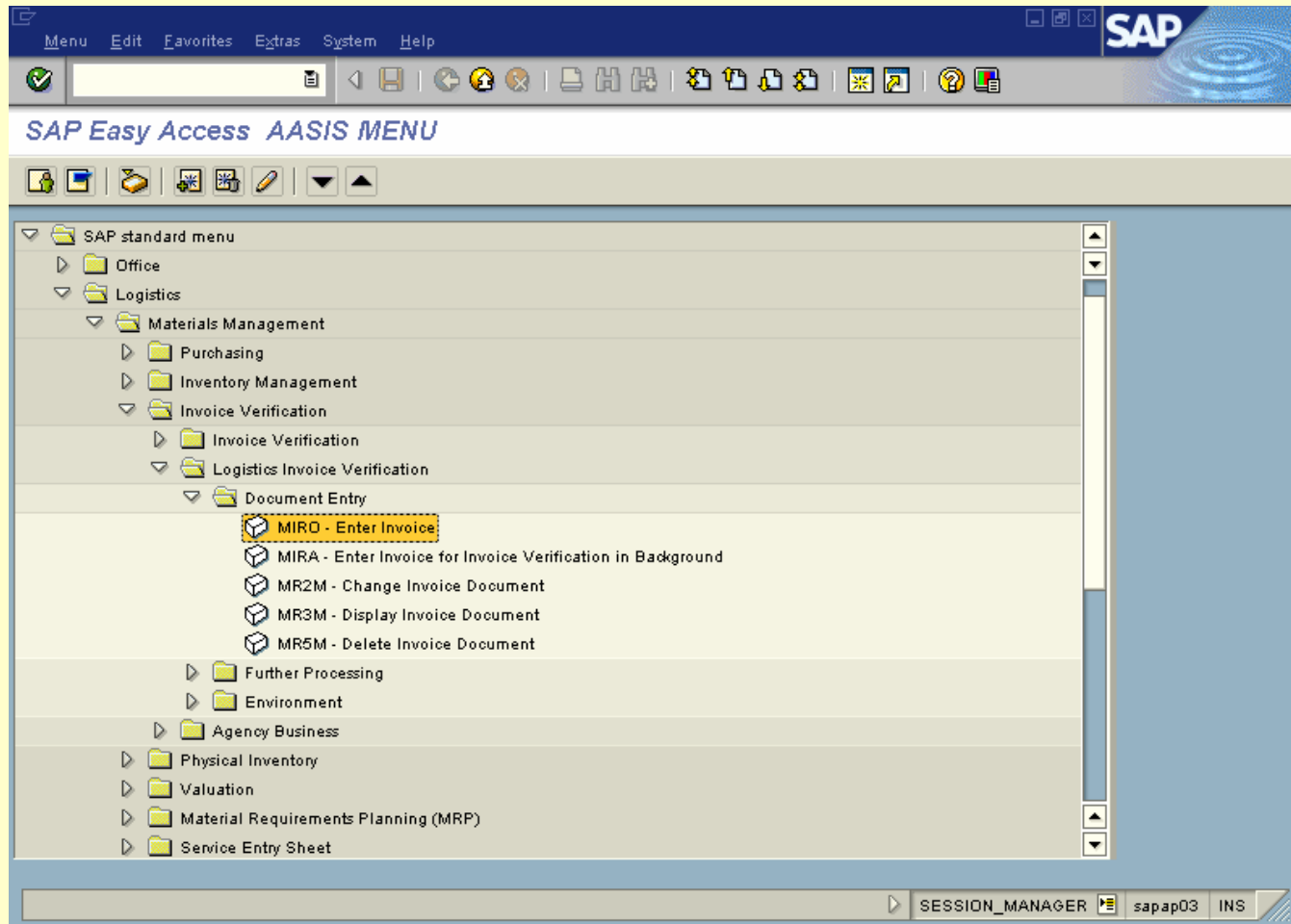# BEST IF PRINTED IN SLIDE VIEW

# Logistics / Materials Management

- Purchase orders are created in the Materials Management area of AASIS.  Materials Management is also referred to as Logistics.

- In order to pay an invoice against a purchase order, two documents must already exist in AASIS:  the purchase order itself and a goods receipt.

- When a purchase order exists in the system, the corresponding invoice must be paid by the logistics transaction MIRO rather than through the direct invoice park and post method.
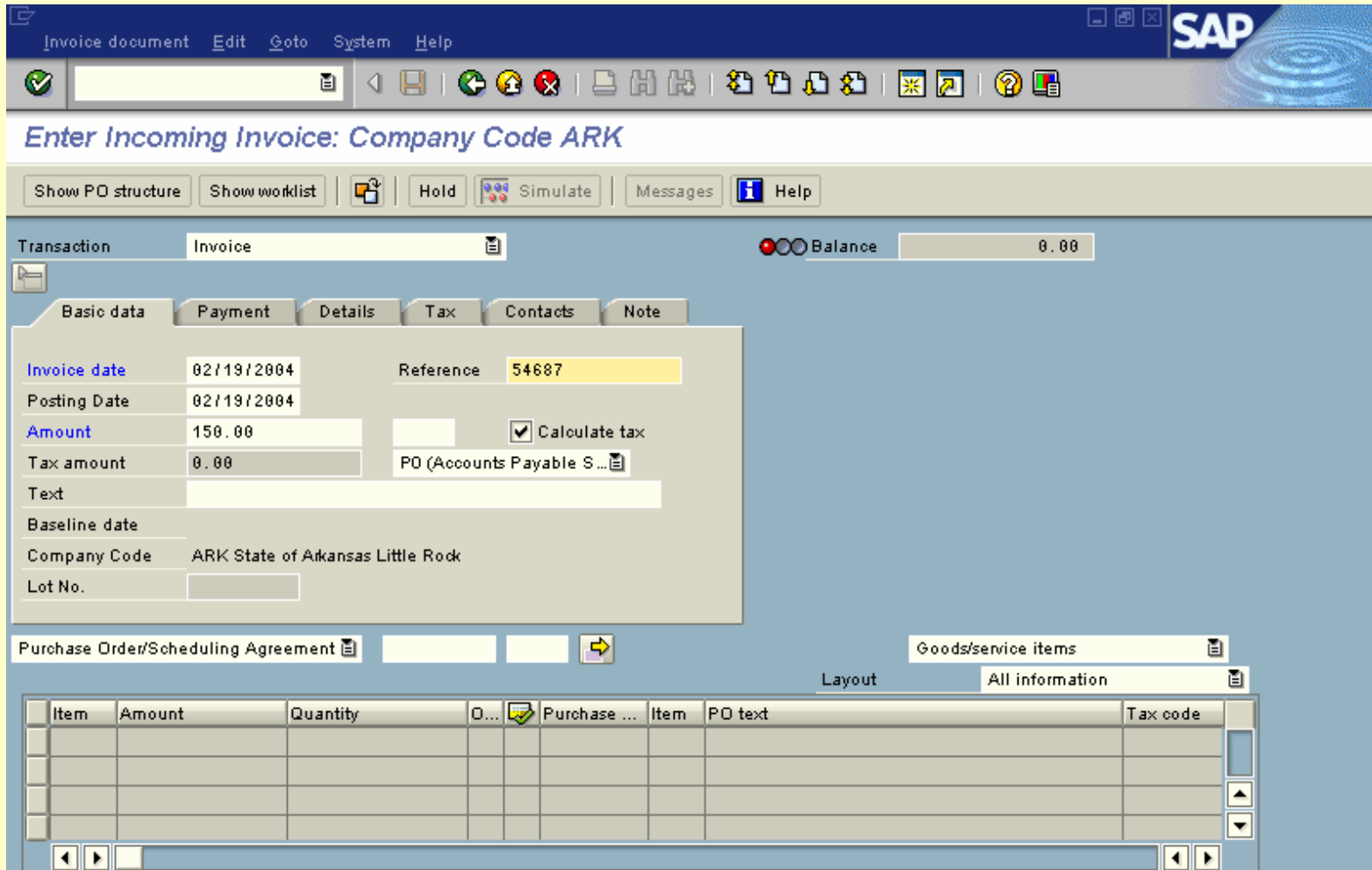
# LOGISTICS INVOICING

# A.  Entering the MIRO Invoice Verification

# Entering the MIRO Invoice Verification

1.  On the Basic Data Tab, enter the Invoice Date.  This will be used as the baseline date in calculating the date that the invoice will pay.

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2.  Enter a Reference number.  The vendor's invoice number is the recommended input because AASIS checks this field for duplicates.

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**3. Enter the invoice amount.**

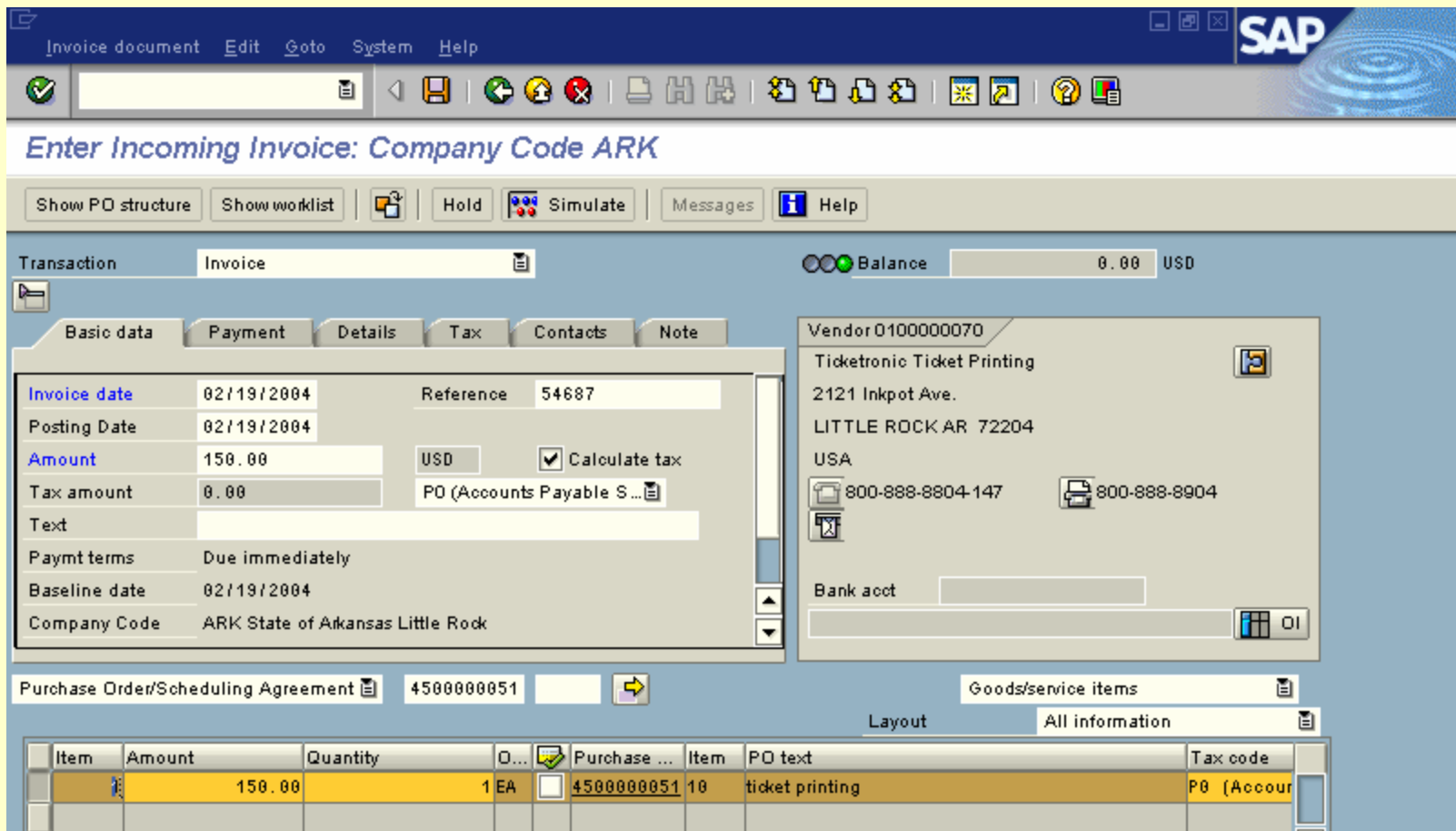4.    Select the calculate tax check box and the proper tax code.
Tax codes are P0 (tax exempt), P1 (sales tax added) or U1 (use tax).
Use tax is used when the vendor is located out of state and doesn't collect Arkansas sales tax on taxable items.

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# What if the system calculated tax for tax code P1 is different from the tax on the invoice?

- To accommodate the difference, as well as assign the difference to the actual expense, follow these directions:

  1. Enter the full amount (including the sales tax) of the invoice in Amount field.

  2. Do **not** select the Calculate Tax check box.

  3. Enter the amount of sales tax to be paid in the Tax amount field.

**NOTE:** Tolerance level for invoice differences is 10% up to $100;  this allows adjustment for sales tax as necessary for a  zero balance.

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5.  Enter the Purchase Order number. If the PO number is unknown, click on the dropdown button to search.  Select the PO number, click enter and the purchase order information will be copied into the invoice payment.

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6.  Check to make sure that the tax code from the PO matches the one selected for the invoice.   Change it if necessary.

**NOTE:  When using tax code U1 and the invoice contains items that are taxable and non-taxable, you must create two (2) separate invoices for tax to calculate correctly. Otherwise, tax would calculate on the entire amount of the invoice.**

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Enter Incoming Invoice: Company Code ARK

7.  Click the Details tab.  Enter the business area.  This is a required field.

## 8. Fill in the assignment field and header text.

**NOTE: The assignment field will print on the remittance advice. The recommended entry is the invoice number. Header texts will also print on the remittance advice.**

## Enter Incoming Invoice: Company Code ARK

**9. If there are unplanned delivery costs, enter them here.**

Invoice document   Edit   Goto   System   Help

**Enter Incoming Invoice: Company Code ARK**

Show PO structure   Show worklist   |   |   Hold   |   Simulate   |   Messages   |   Help

Transaction   Invoice   Balance

| Basic data | Payment | Details | Tax | Contacts | Note |
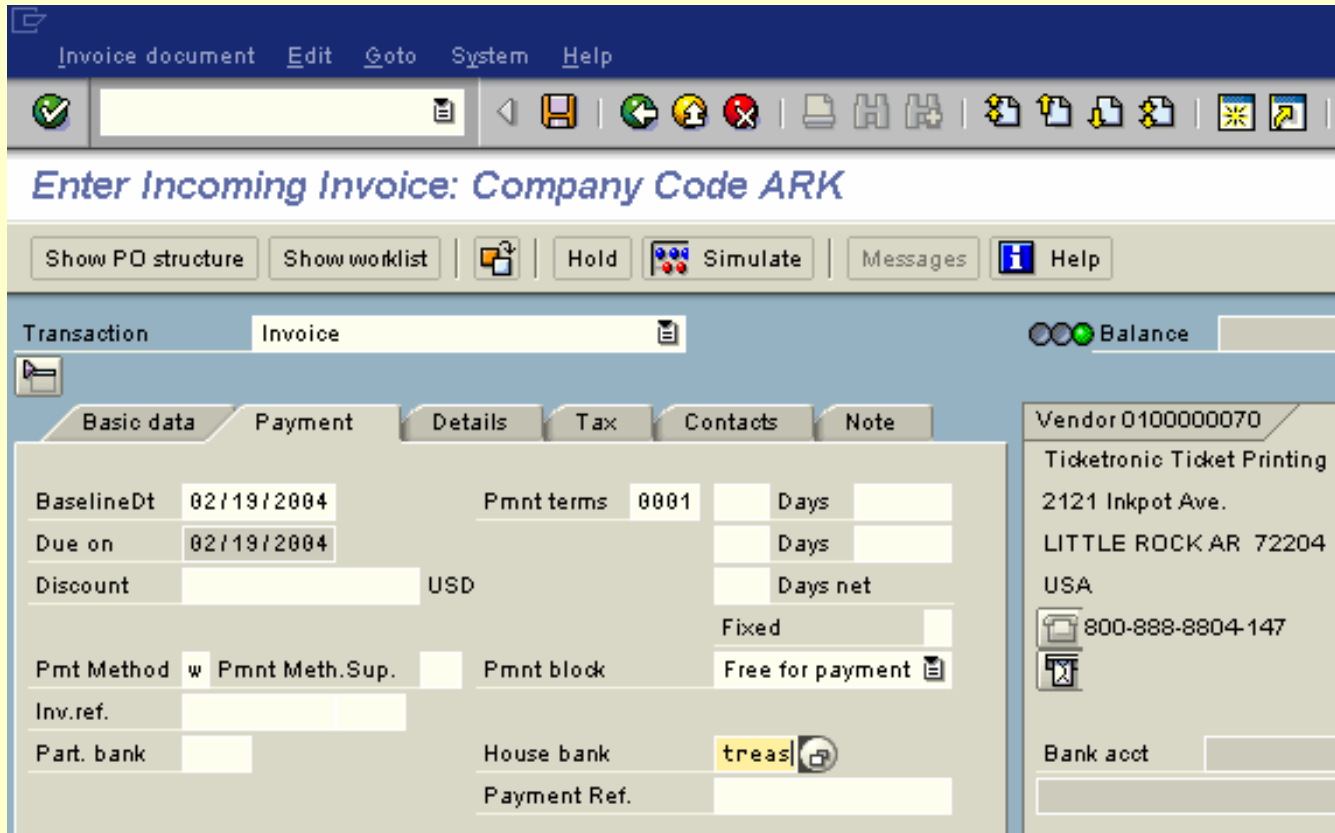
Vendor 0100000070
Ticketronic Ticket Printing
2121 Inkpot Ave.
LITTLE ROCK AR 72204
USA

| | | | | |
|---|---|---|---|---|
| BaselineDt | 02/19/2004 | Pmnt terms | 0001 | Days |
| Due on | 02/19/2004 | | | Days |
| Discount | | USD | | Days net |
| | | | | Fixed |
| Pmt Method | w  Pmnt Meth.Sup. | | Pmnt block | Free for payment |
| Inv.ref. | | | | |
| Part. bank | | | House bank | treas |
| | | | Payment Ref. | |

800-888-8804-147

Bank acct

10.  Click the Payment tab.  Fill in the payment method.
Select W if the invoice is being paid by warrant from a treasury
account.  Select C for check if you are generating a check from a
cash account.  Select A for direct deposit if the payment is being
deposited directly into the vendor's bank account.

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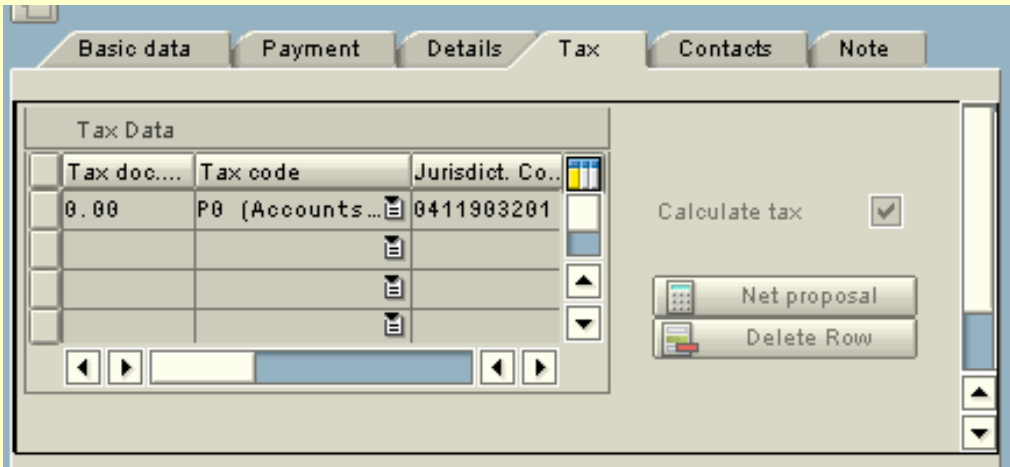
**11.** Enter the house bank. Enter treas if paying from a treasury account or select your AASIS house bank if paying by check.

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**12.  Make an entry in the Payment reference field if desired.**

**NOTE: The payment reference field is used to control the number of payments sent to the vendor.  Make an entry in this field to generate a separate payment for this invoice.  To combine all invoices in one payment, leave it blank.**

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No entry is required on the tax tab. Tax data is copied from basic data tab.
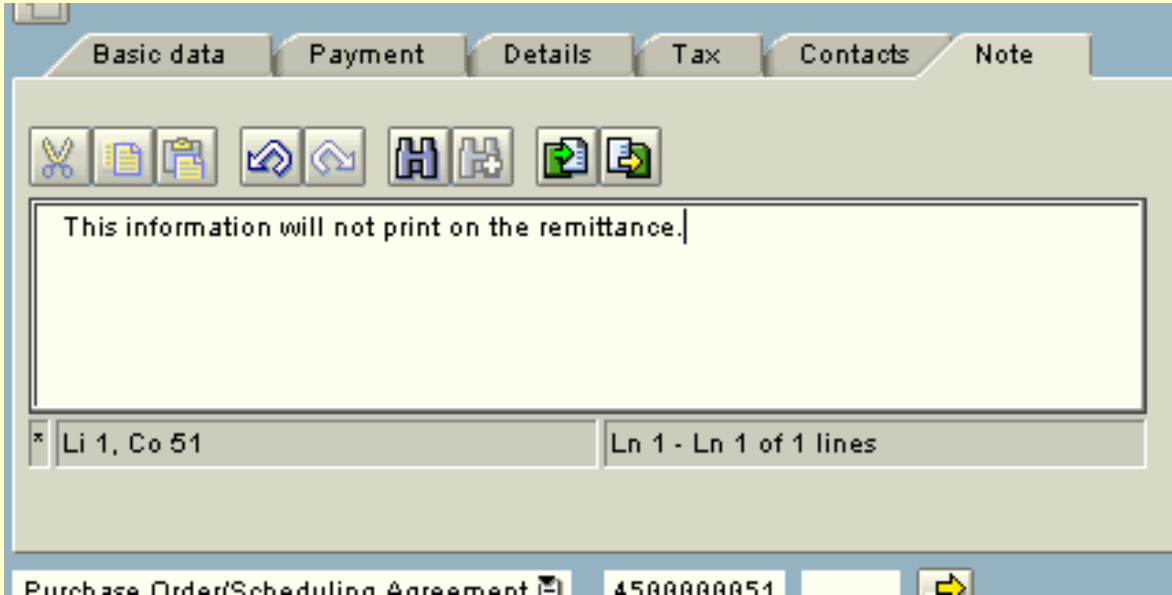
If available, you can view contact information on the contacts tab.

13.  You can enter notes on the note tab.  This information is for internal use only; it does not print on the invoice or remittance.
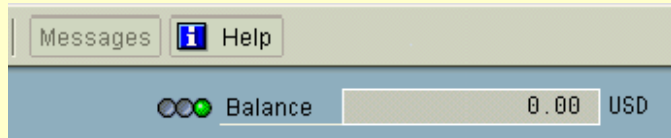
When the document is balanced between debits and credits, the stoplight style indicator will show green.
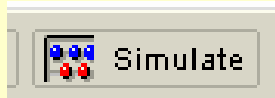
14. Click the Simulate Button to view the document as entered.

| Position | A | G/L | Acc/mat/asset/vend | Amount | Cu... | Purchasin... | Item | T.. | Jurisdict. Code | Tax date | Bu... | Cost |
|----------|---|-----|--------------------|--------|-------|--------------|------|-----|-----------------|----------|-------|------|
| 1 | K | 2110001000 | Ticketronic Ticket Prin.. | 150.00- | USD | | | PO | | | 0610 | |
| 2 | S | 2111001000 | Goods Receipt/Invoic... | 150.00 | USD | 4500000051 | 10 | PO | 0411903201 | | 0610 | 3832 |

MIRO

15.  After viewing the document, you may post from this screen or hit the back button to make changes to the document.

Back 💾 ❌

After posting, AASIS will generate a message with the document number.

✅ Invoice document 11 has been posted
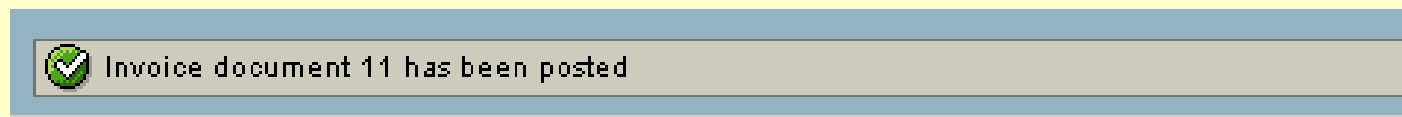
**Invoice Verification**

| Show PO structure | Hold | Simulate | Switch company code | Messages | Help |

Transaction | 1 Invoice | ○●○○ Balance | 85.30 USD

Documents that contain errors will have a yellow or red warning light. Click on the Messages icon to get more details.  [Messages]
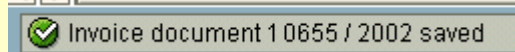
Verification log - invoice / 2002

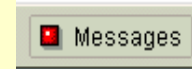| Typ | Message text | LTxt | Item | Origin |
|-----|-------------|------|------|--------|
| ⚠ | Different invoicing party 100002037 planned in purchase order 4500011… | ❓ | | Assignmnt |
| ■ | Document does not contain any items | ❓ | | Check invoice document |
| ■ | No tax code found for difference | ❓ | | Check invoice document |
| ■ | Balance not zero: 85.30  debits: 0.00  credits: 85.30 | ❓ | | Check invoice document |
| ■ | Item list contains no items for settlement | ❓ | | Post |

# Using the Hold Function in a MIRO Document

- A MIRO Document may be saved without posting by clicking the hold icon. ⊘ Invoice document 1 0655 / 2002 saved

- When using this option, be sure to make note of the document number so that you can easily find it again to post in the system.  The system will indicate that the document was "saved" rather than "posted."

- When the document is posted, the system will assign it the same document number that it had when it was held.

- Note that a logistics invoice may be parked, held, or parked as complete by using transaction MIR7 rather than MIRO.
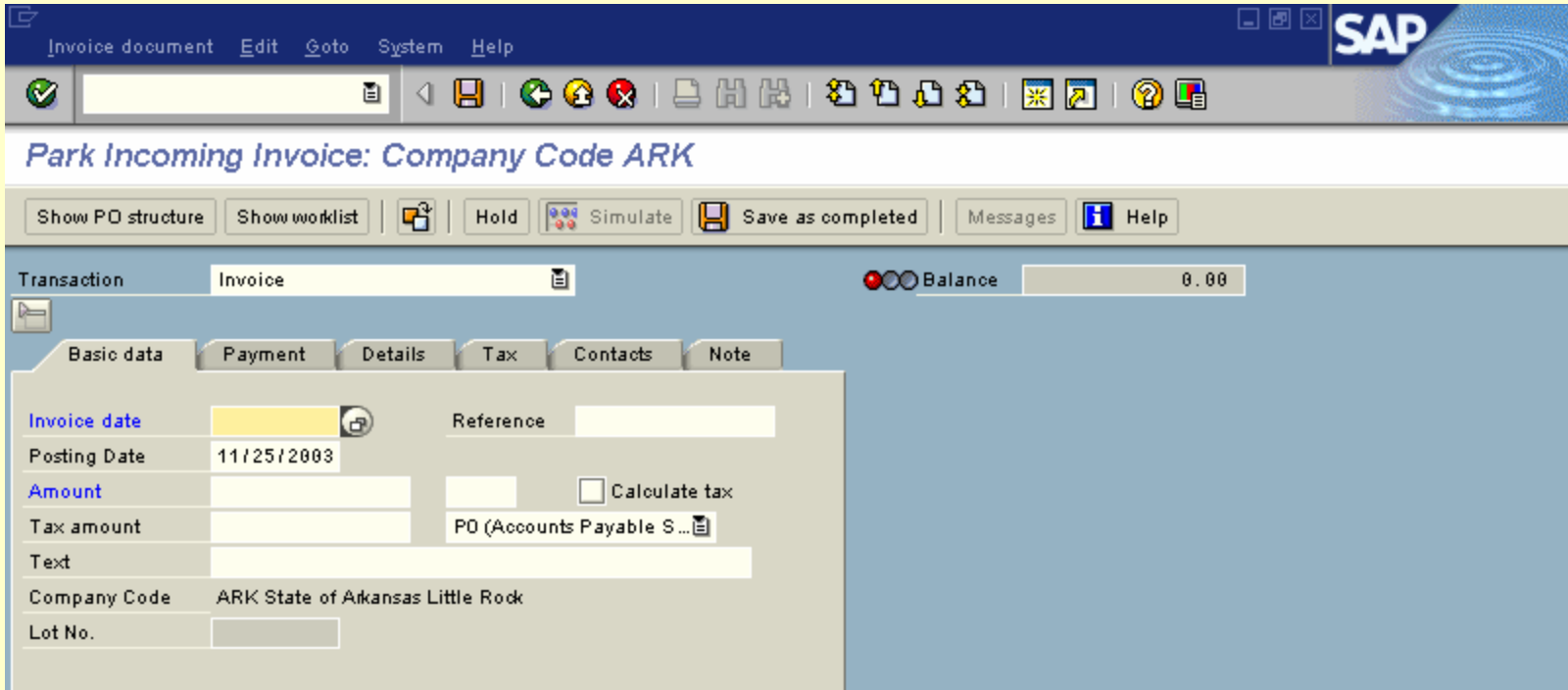
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# LOGISTICS INVOICING

# B.  Entering the MIR7 to Hold or Park Invoices

# Using Transaction MIR7 to Hold or Park Logistics Invoices

Enter the information as you would on a MIRO.  When you post the document, the following options are available:

Park [icon] parks the document.  Parked documents post to the purchase order, while held documents do not.

Hold [Hold button] holds the document.

Save as completed [Save as completed button] parks the document and commits budget.

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# LOGISTICS INVOICING

# C.  Using the MIR6 to Post Held or Parked Invoices

# Using Transaction MIR6 for Held MIRO Invoices

- An invoice created in MIRO and put on hold is retrieved for changes, deletion, or posting with Transaction MIR6.

- Once a logistics invoice, MIRO, has been posted, changes with MIR6 are no longer possible.  A posted MIRO creates a Financial Accounting (FI) invoice document and any changes will now have to be made on the FI document using FB02.

# Using Transaction MIR6 to Post Held MIRO Invoices
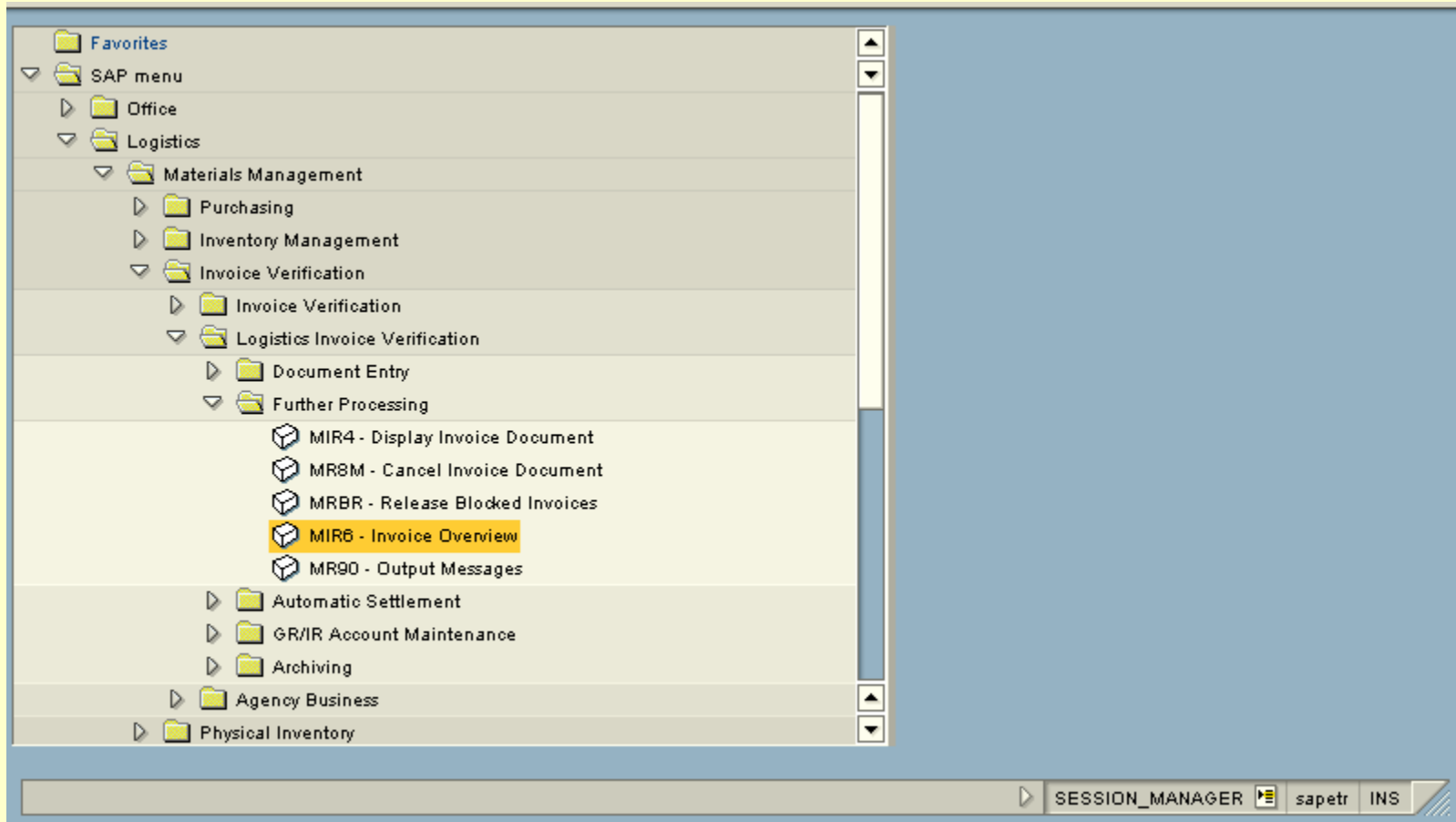
**Invoice overview - selection criteria**

| | | | | |
|---|---|---|---|---|
| Fiscal Year | 2004 | to | | → |
| Proc. by | CSVOLLMAN | to | | → |
| Invoicing Party | | to | | → |
| Company Code | ARK | to | | → |
| Document Date | | to | | → |
| Posting Date | | to | | → |
| Document Type | | to | | → |
| Reference | | to | | → |
| Document Header Text | | to | | → |

**Entry Type**
- ☐ Background
- ☐ Invoices Verified Online
- ☐ EDI
- ☐ BAPI
- ☐ ERS
- ☐ Invoicing Plan
- ☐ Cancellation
- ☑ Held/Parked
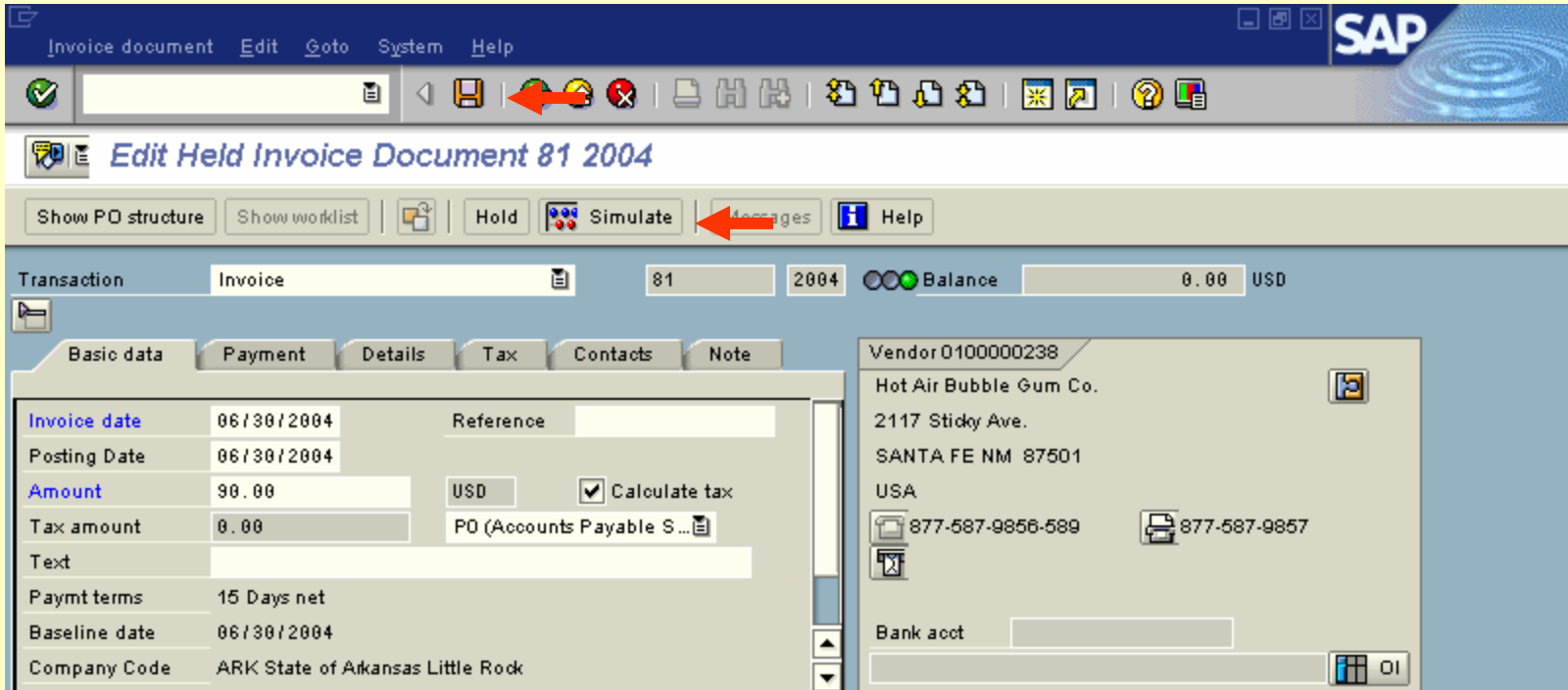
**Invoice status**
- ☑ Held
- ☑ Parked
- ☑ Parked as Complete

Type in the fiscal year, user name, and company code.  Choose Entry Type Held/Parked and Invoice Status Held, Parked, and Parked as Complete.   You can use dates and reference codes to further narrow down the selection.

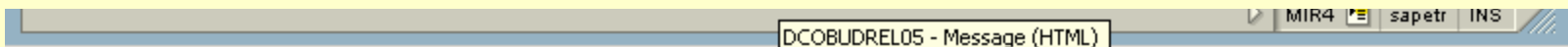MIR6   sapetr   INS

AASIS will bring up a list of held and parked documents. Click on the document number to enter the change or post mode (MIR4).
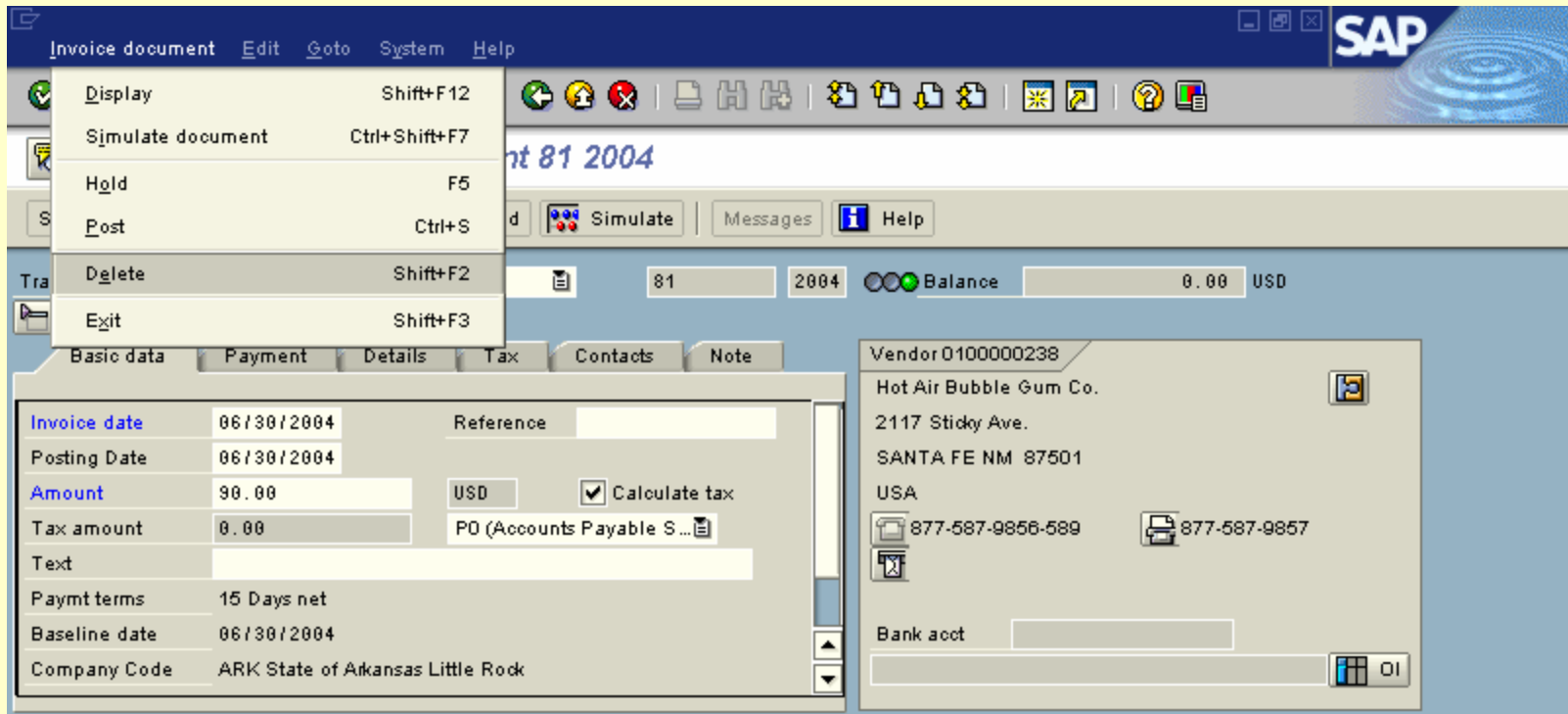
Make changes to line items as necessary.
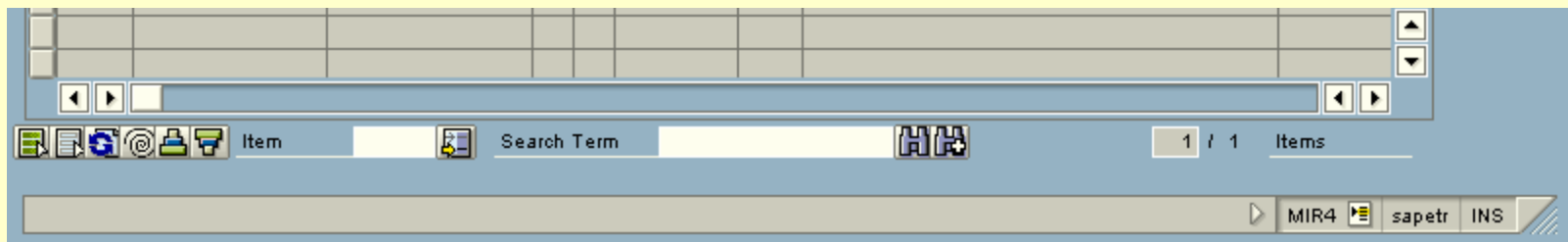Click on the simulate button [Simulate] for an overview of the document when data entry is complete.
Use the diskette icon to post. Successful posting results in a message that document was posted.

To delete a held MIRO, choose Invoice document>Delete from the menu.

# LOGISTICS INVOICING
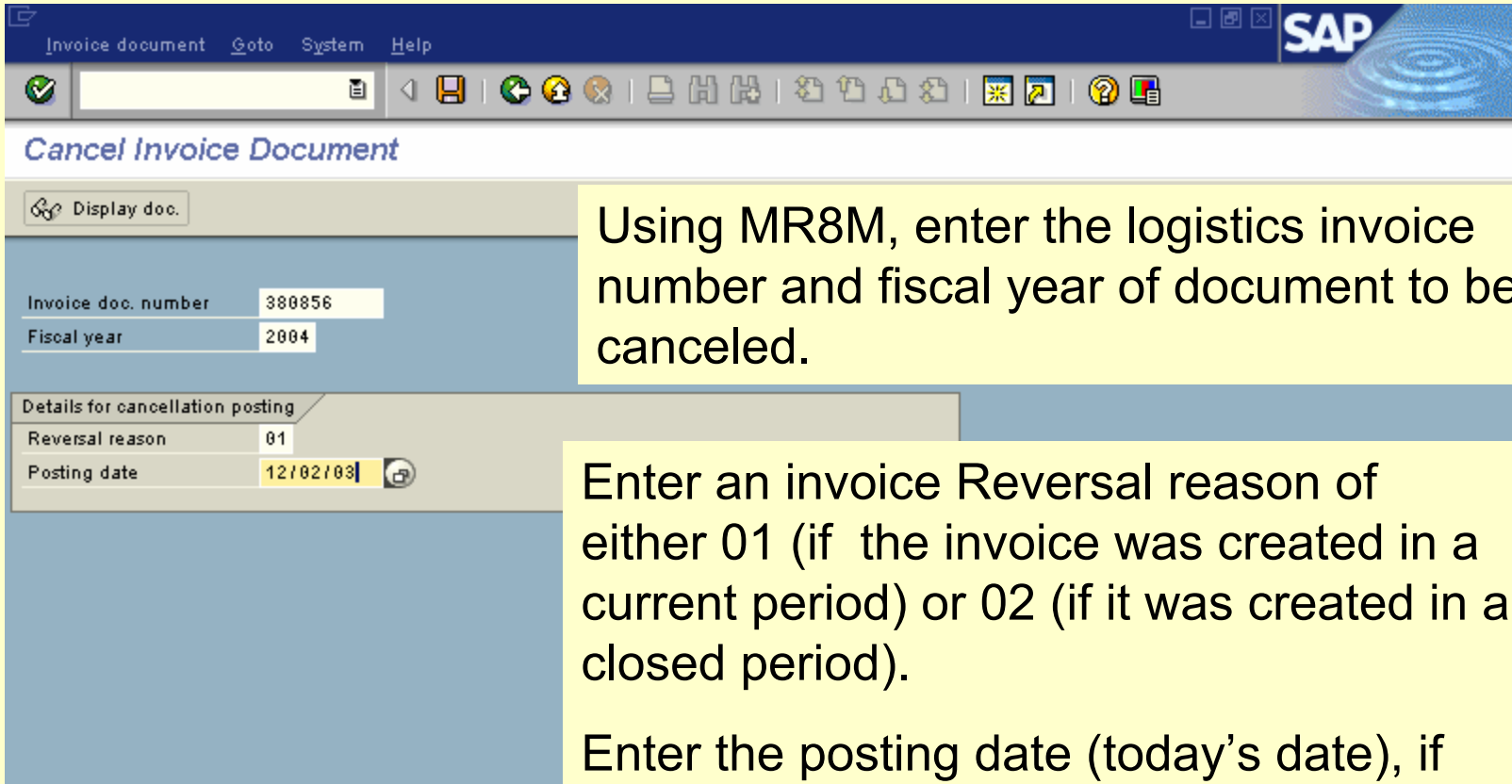
# D.  Reversing a Logistics Invoice

# Reversing a Logistics Invoice with MR8M

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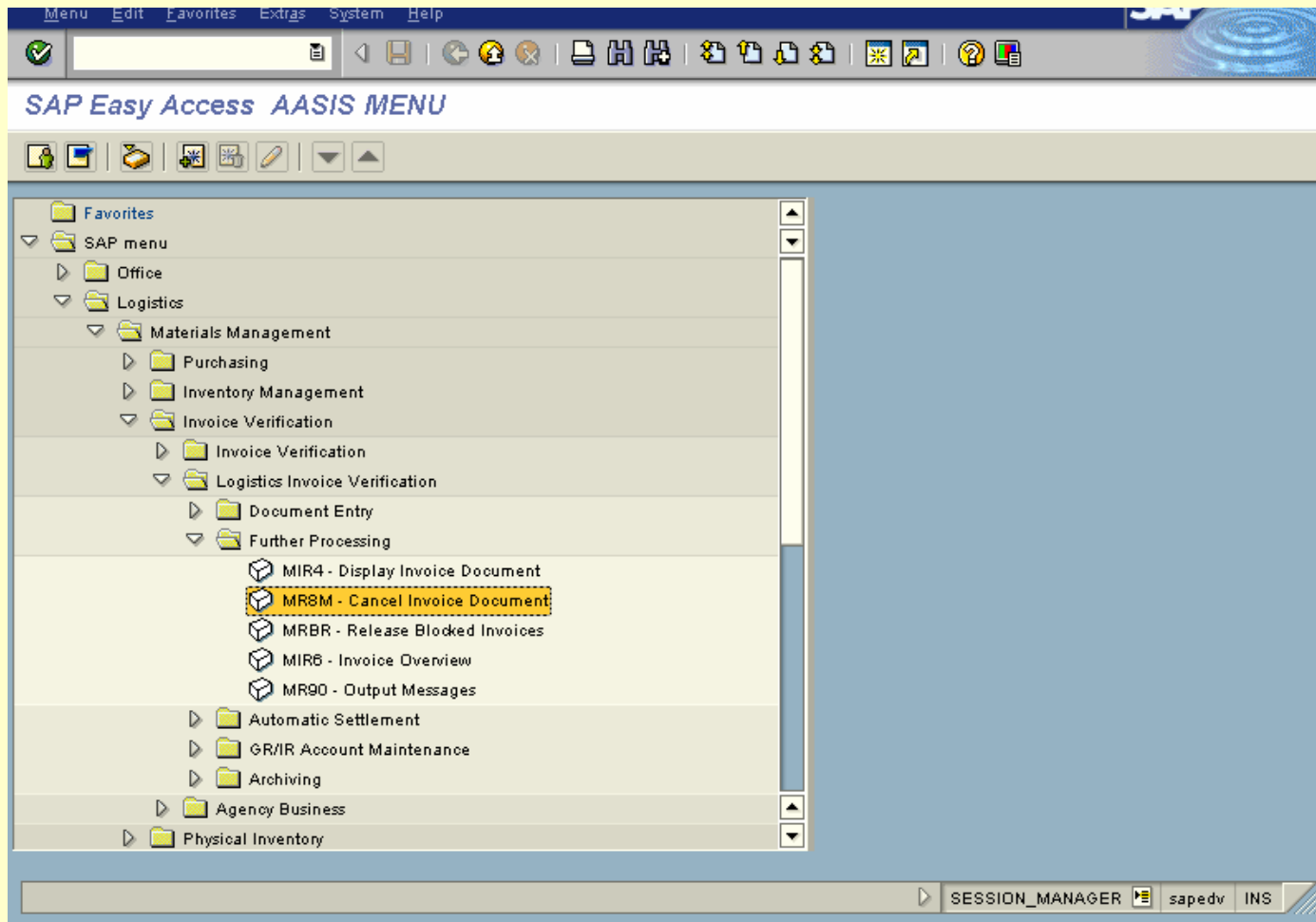
# Reversing a Logistics Invoice with MR8M

- MR8M is used to reverse an invoice created in MIRO.

- Since a MIRO invoice generates a financial accounting document on the FI area of AASIS, a second step is required to clear the FI document after reversing the MM invoice document with MR8M.

- **NOTE:** Both steps must be performed in the same day to avoid the invoice remaining open for payment.

Invoice document    Goto    System    Help

SAP

**Cancel Invoice Document**

Display doc.

| Invoice doc. number | 380856 |
| Fiscal year | 2004 |

Details for cancellation posting
| Reversal reason | 01 |
| Posting date | 12/02/03 |
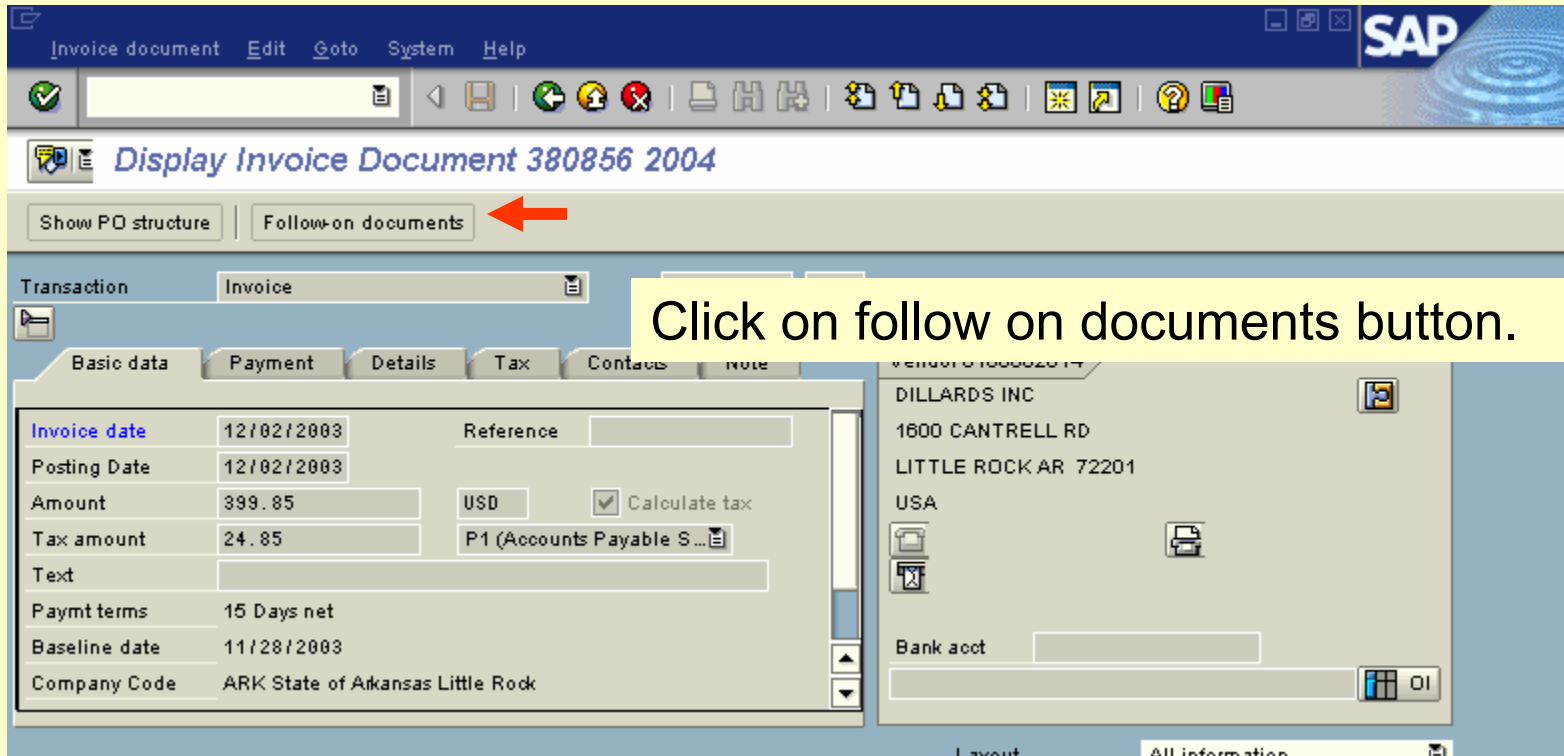
Using MR8M, enter the logistics invoice number and fiscal year of document to be canceled.

Enter an invoice Reversal reason of either 01 (if the invoice was created in a current period) or 02 (if it was created in a closed period).

Enter the posting date (today's date), if the invoice was created in a closed period.

Click on the display doc. button.        Display doc.
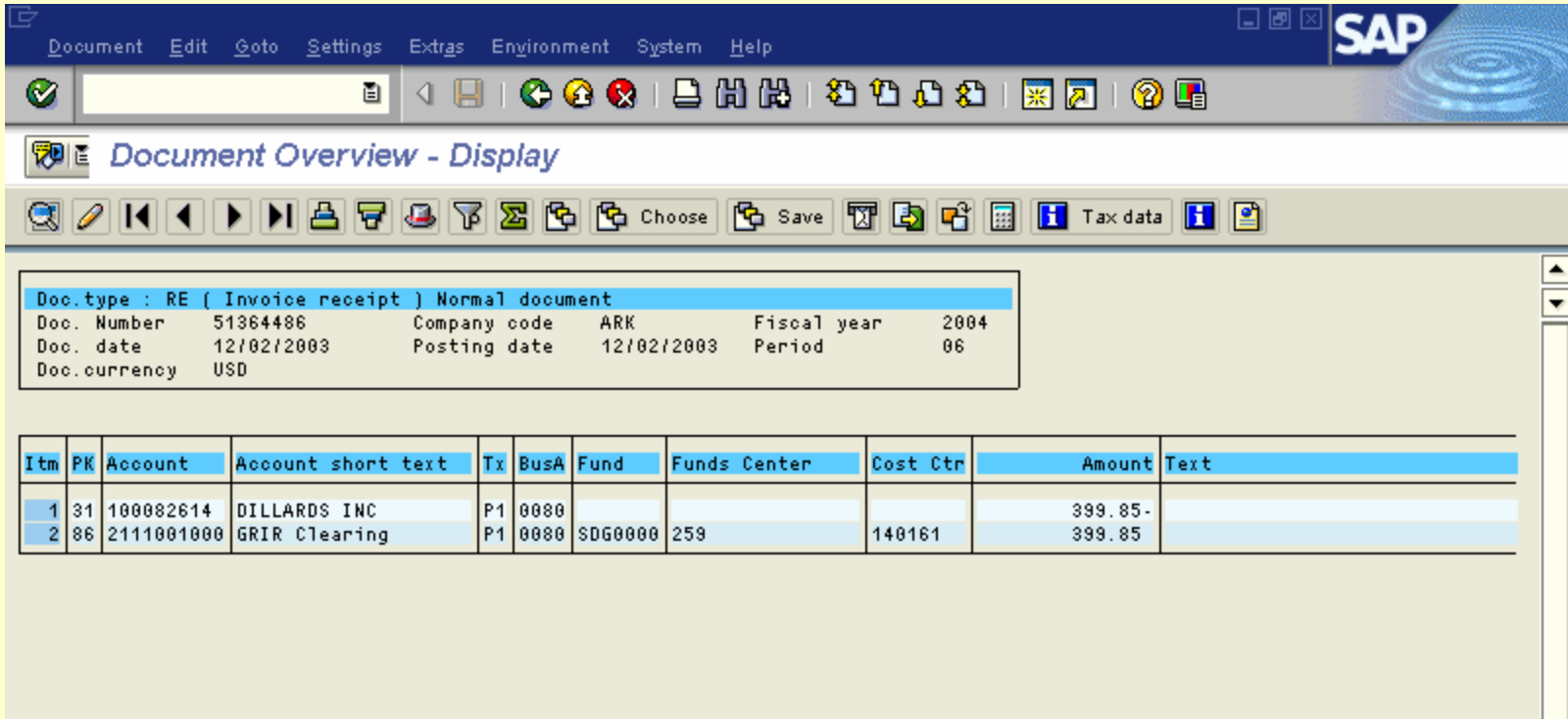
Click on follow on documents button.

Double-click on the accounting document.

Ensure that this is the invoice for reversal.

Use the green back arrow to return to the first screen
of the MR8M

Invoice document   Goto   System   Help

**Cancel Invoice Document**

Display doc.

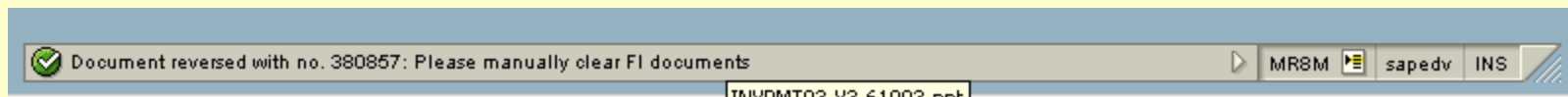| Invoice doc. number | 380856 |
| Fiscal year | 2004 |

Details for cancellation posting
| Reversal reason | 01 |
| Posting date | 12/02/2003 |

### Post the reversal with the diskette icon.

The system will generate a posted document number with a reminder to clear the FI documents.

Document reversed with no. 380857: Please manually clear FI documents     MR8M   sapedv   INS
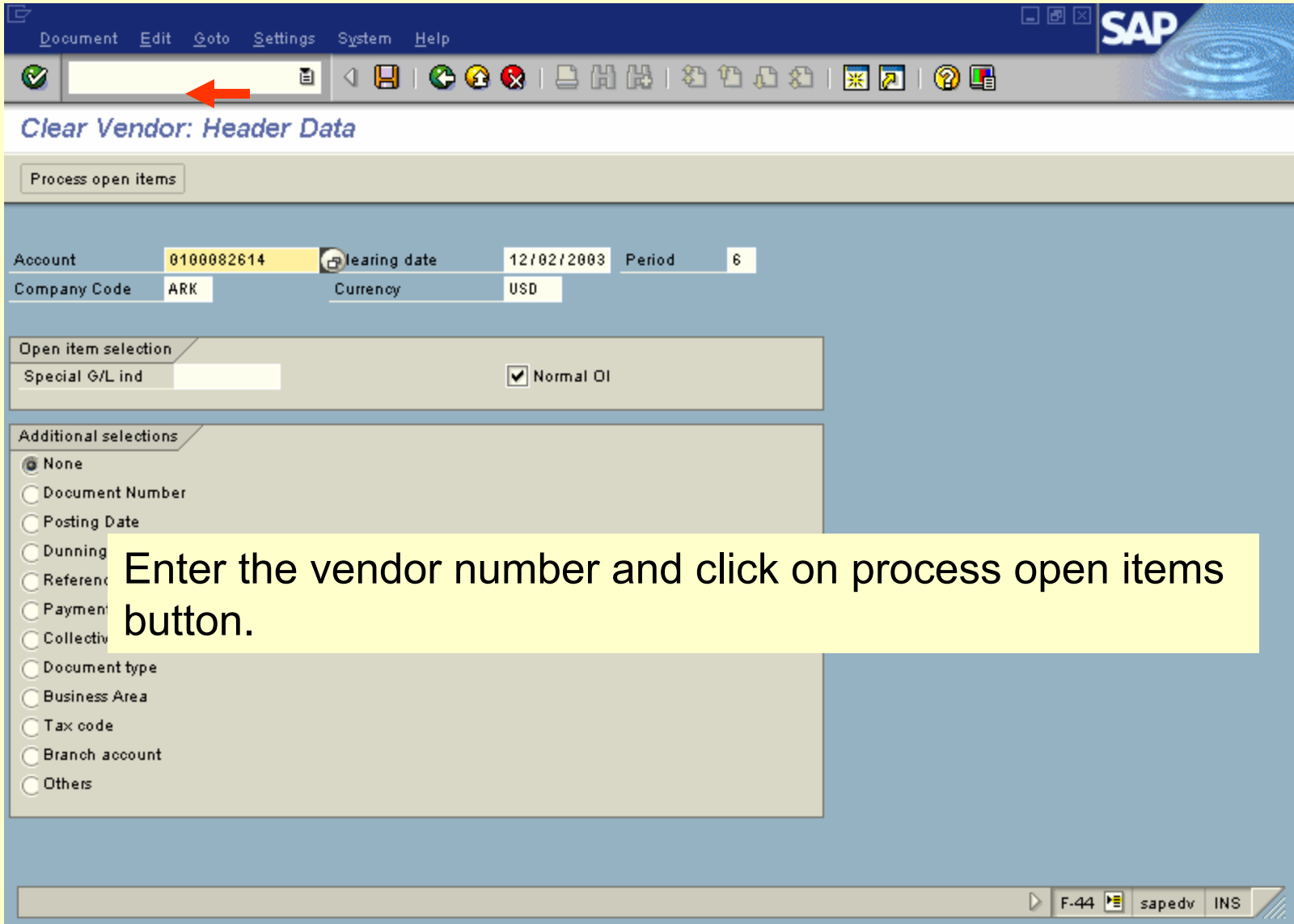
INVPMT03-V3-61003.ppt

Manually clear the vendor open items with Transaction F-44 (instructions follow).  *You must do this on the same day or the FI document will remain open for payment.*

# Clearing Vendor Open Items for a Logistics Invoice with F-44
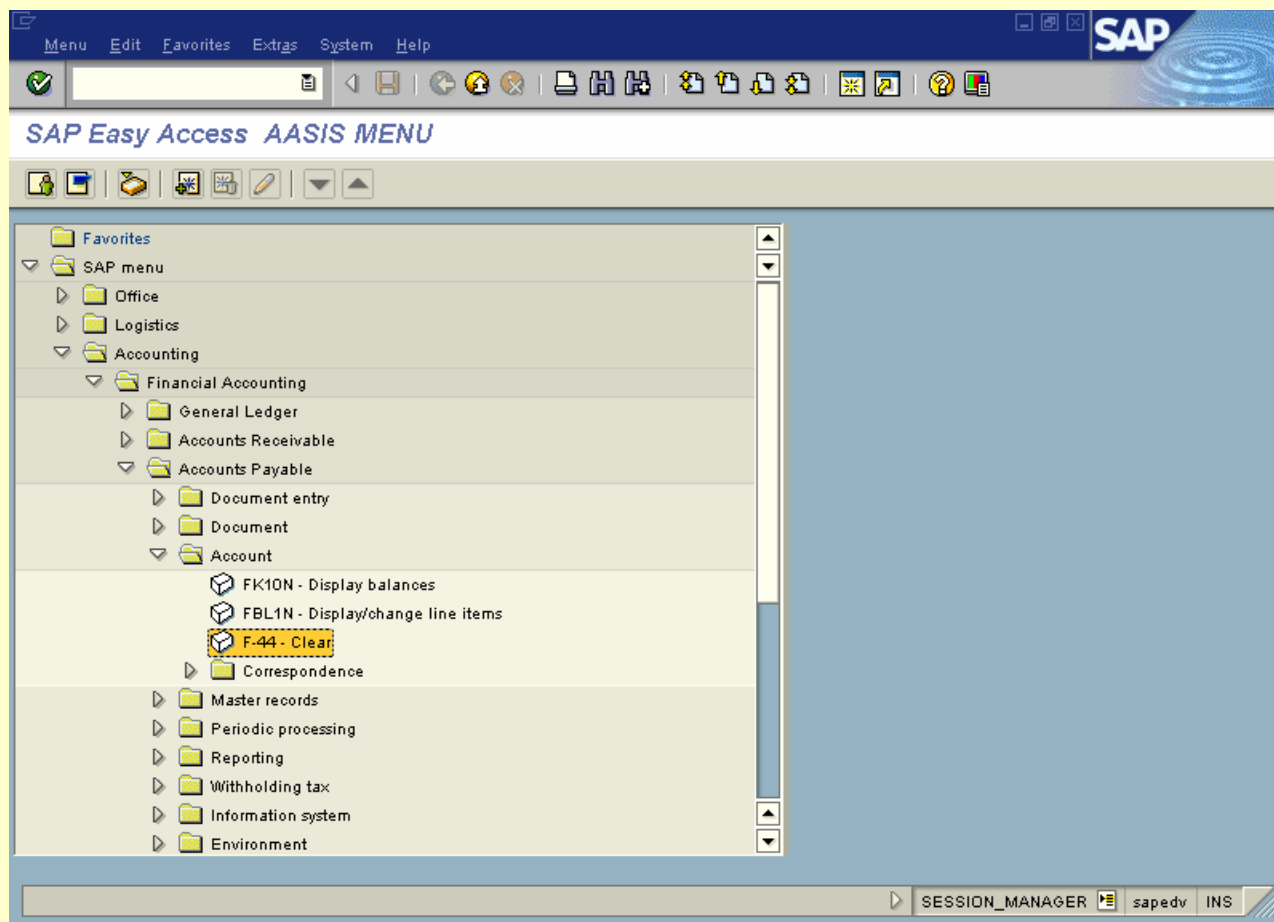
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Enter the vendor number and click on process open items button.

Click on the editing options button only if your "USD gross" amounts are shaded blue.
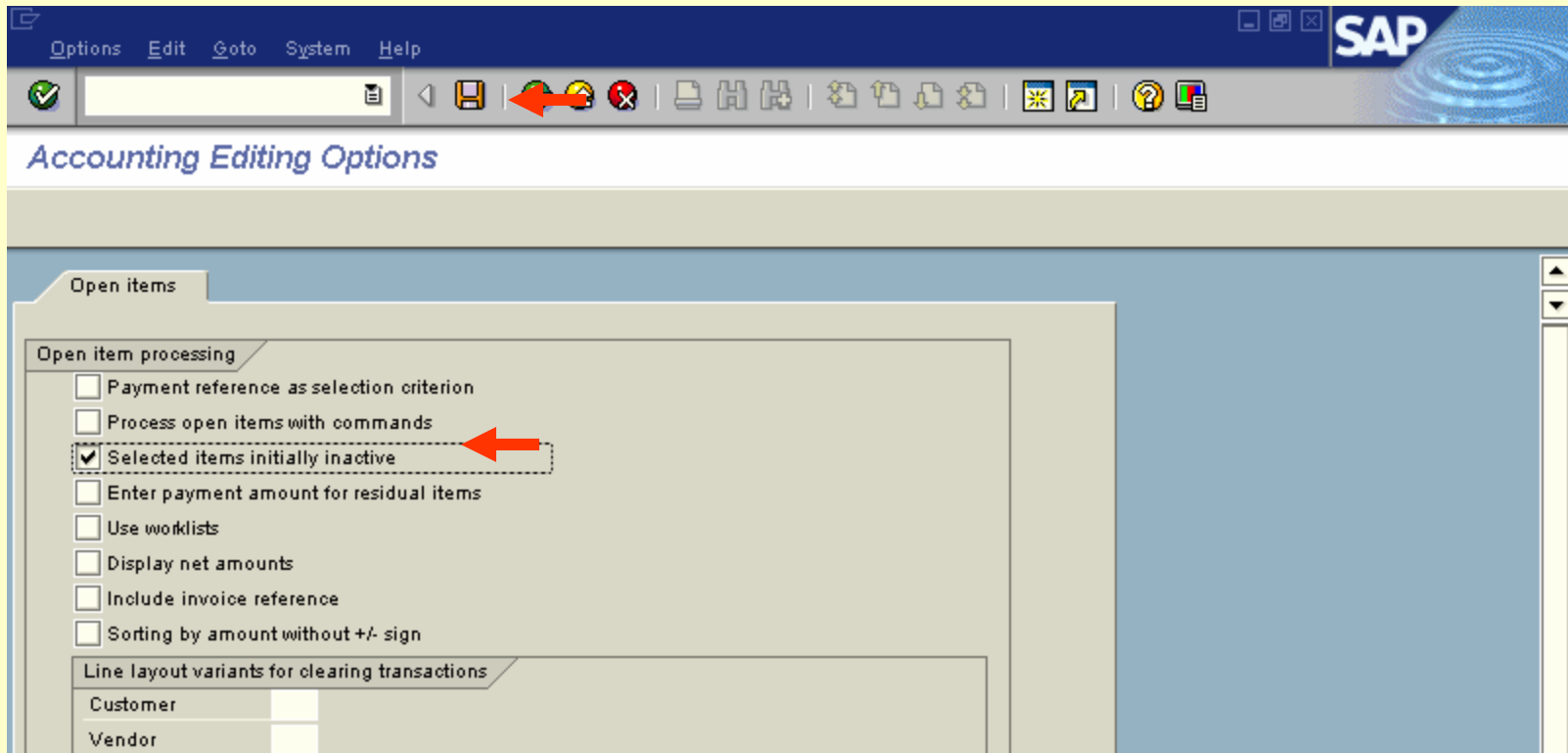
Select "Selected items initially inactive" and save. Message will be returned that "The new options have been activated".

Double click an amount to select or de-select.  Selected items appear in blue.

To clear the vendor open items, select the matching debit and credit amounts along with the matching document number.  The Not assigned amount should show zero.

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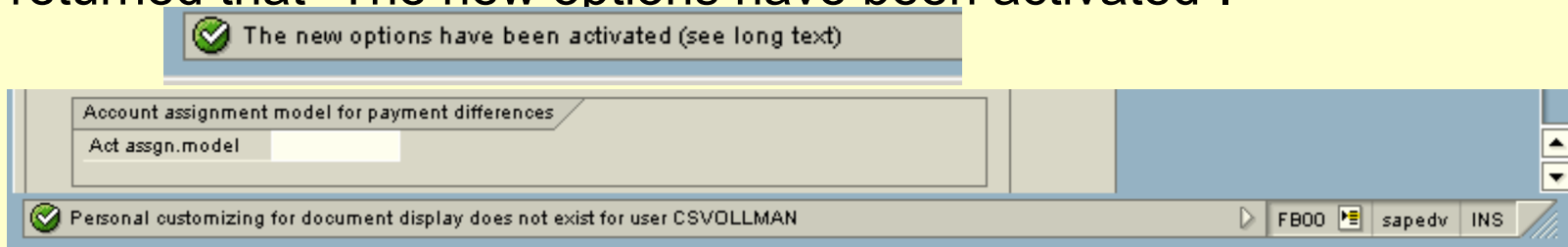
**Clear Vendor: Process open items**

Distribute diff. | Charge off diff. | Editing options

| Standard | Partial pmt | Res.items | Withhldg tax |

Account items 100000082 Mountain Goat Supply

| Assignment | Document ... | D.. | P.. | Posting ... | Docume... | USD Gross | Cash discnt | Cash... |
|---|---|---|---|---|---|---|---|---|
| 00510002... | 51000234 | RE | 31 | 06/12/2... | 06/12/2... | 96.87- | | |
| 00510002... | 51000235 | RE | 21 | 06/12/2... | 06/12/2... | 96.87 | | |
| 10000000... | 1000000000 | KR | 31 | 06/13/2... | 06/13/2... | 100.00- | | |
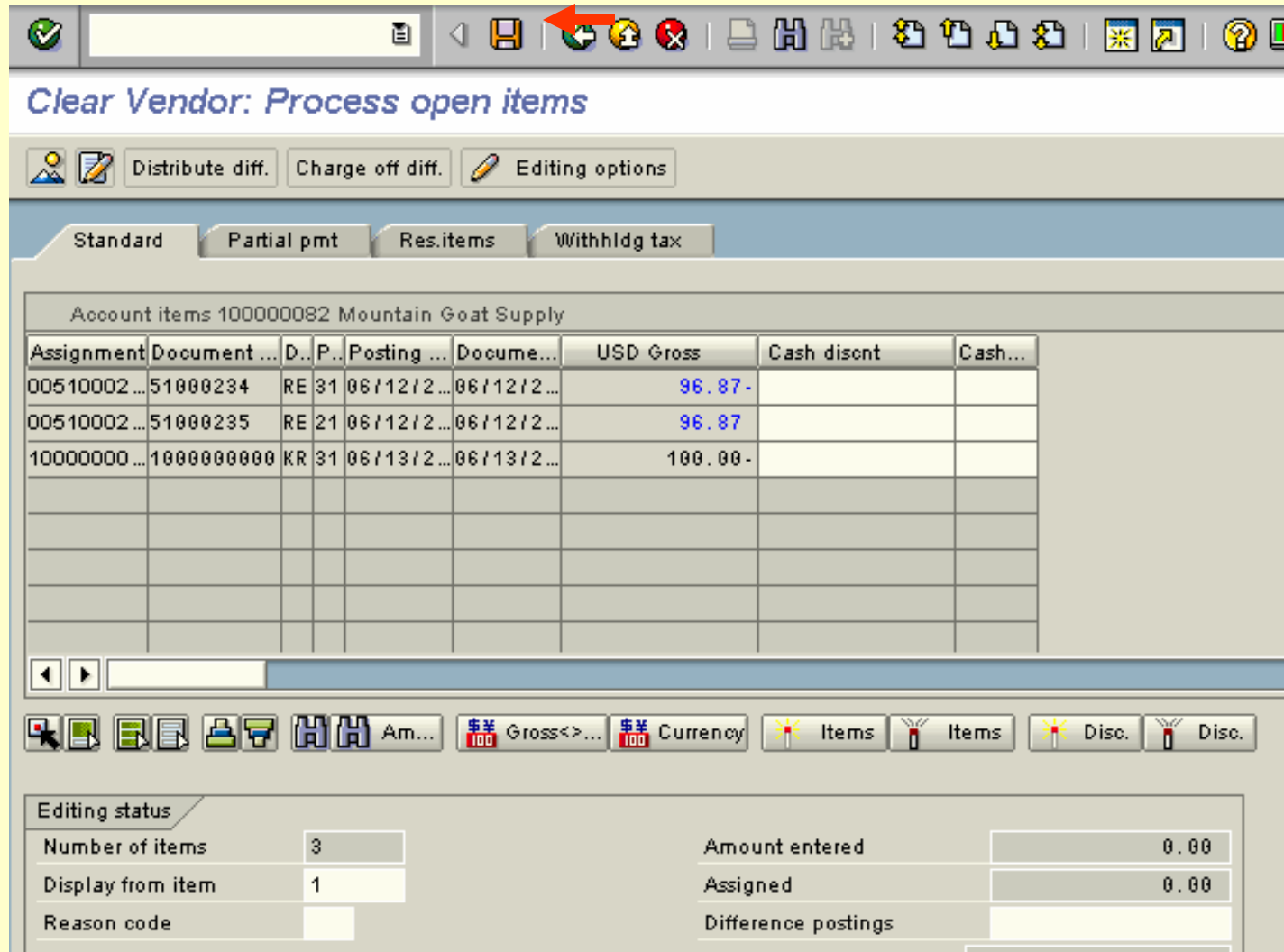
Gross<>... | Currency | Items | Items | Disc. | Disc.

**Editing status**

| | | | | |
|---|---|---|---|---|
| Number of items | 3 | | Amount entered | 0.00 |
| Display from item | 1 | | Assigned | 0.00 |
| Reason code | | | Difference postings | |

Post the document.  AASIS will return a posted document number.
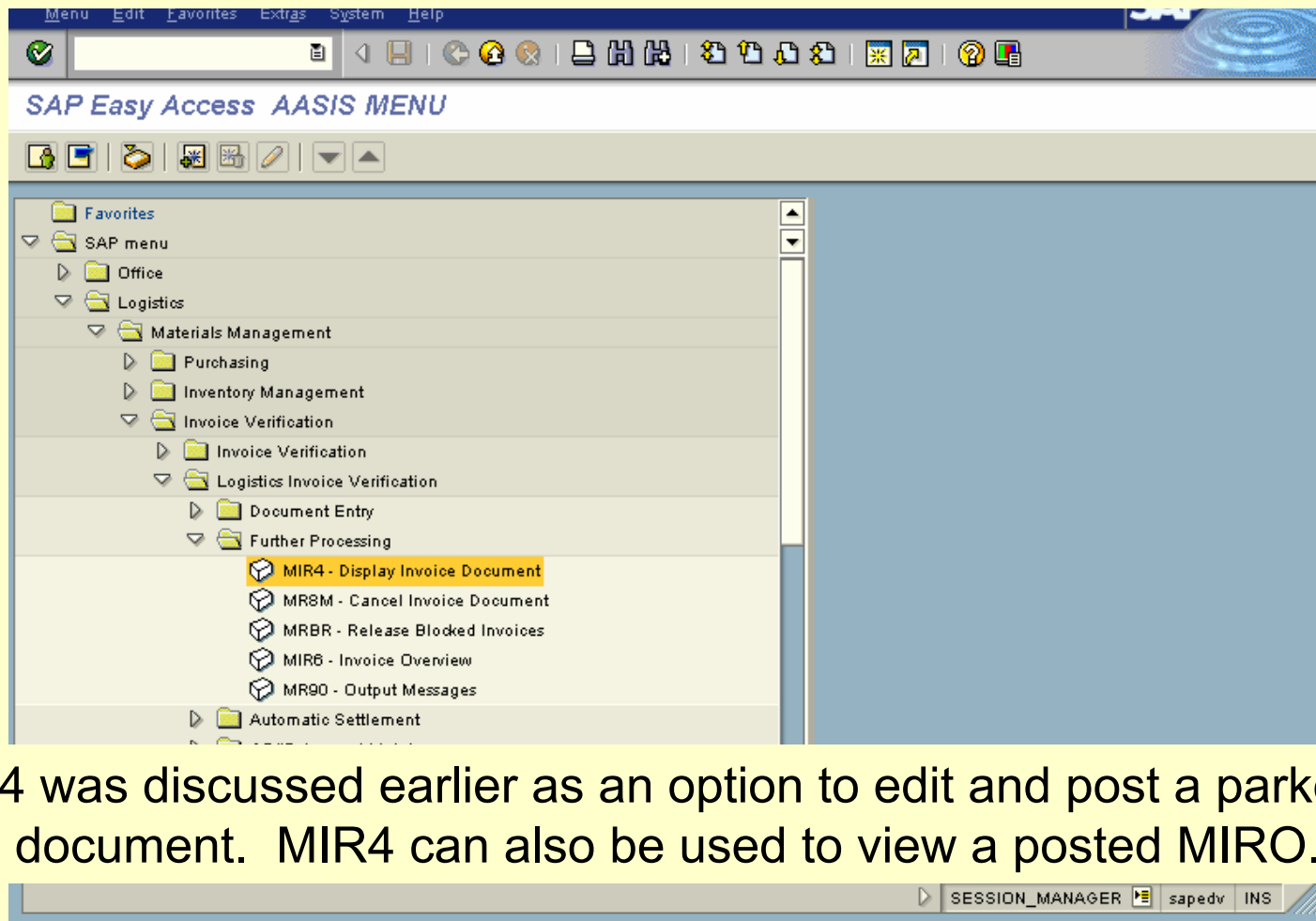
Document 1115603 was posted in company code ARK     ▷  F-44
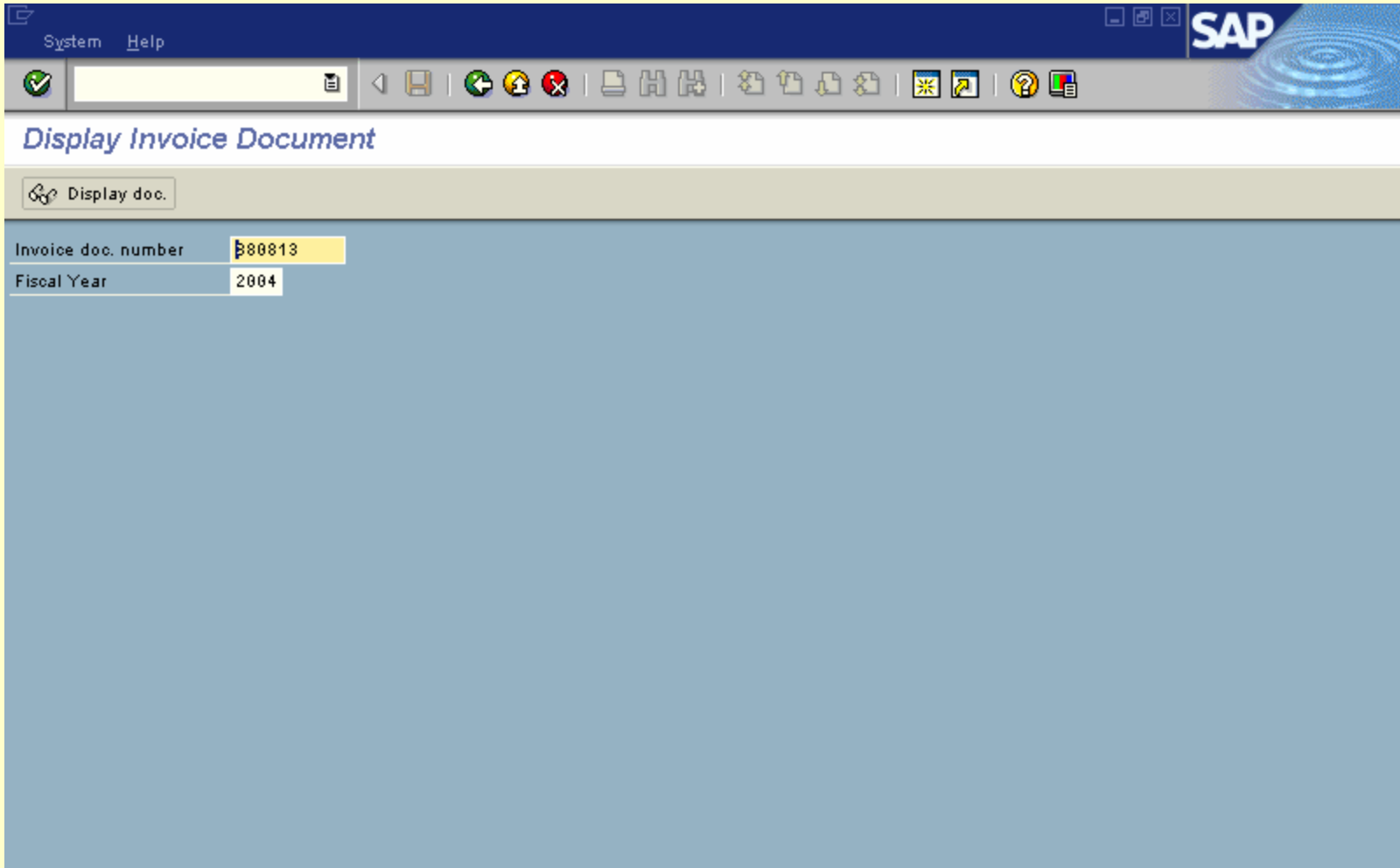
3-47

# LOGISTICS INVOICING

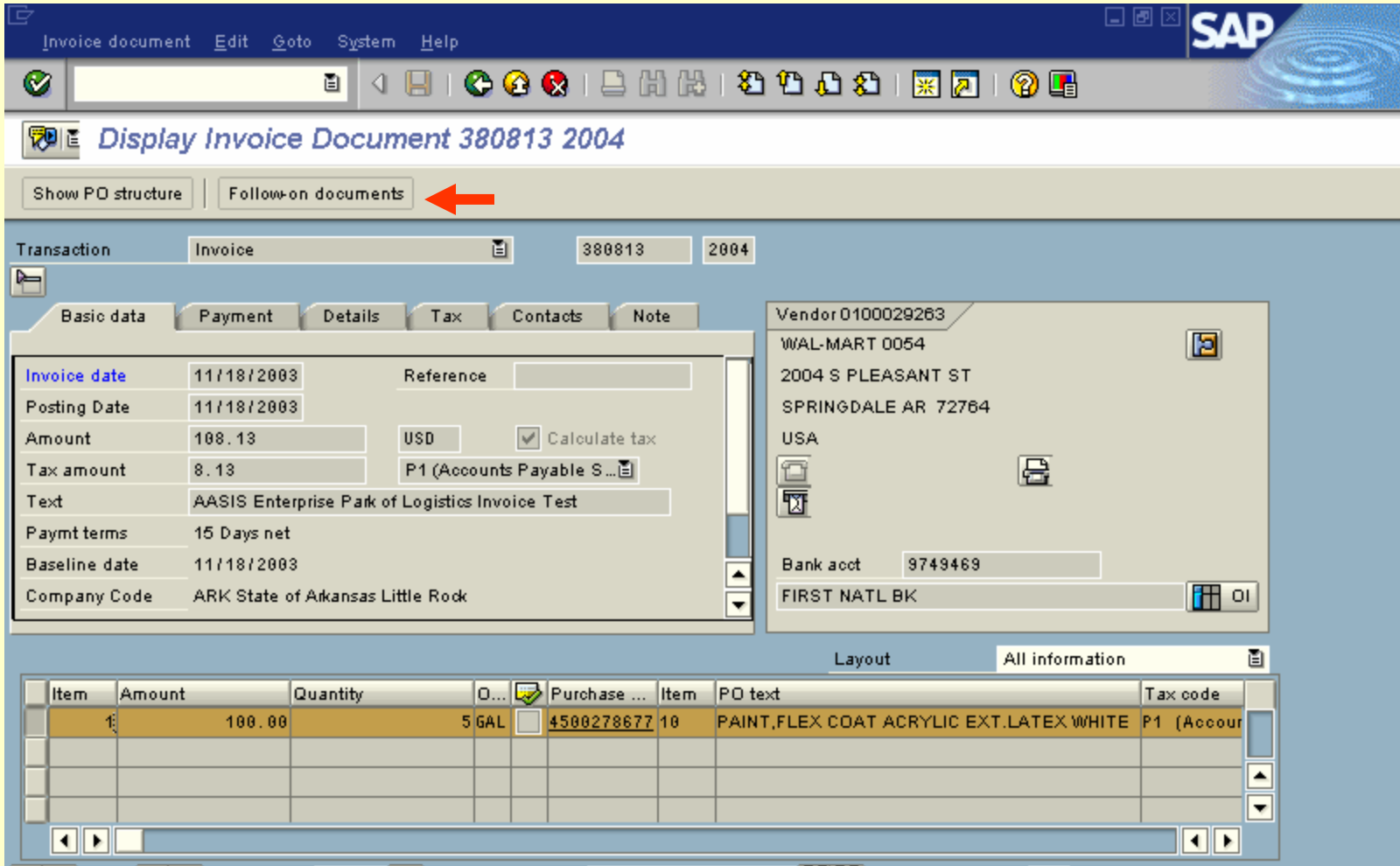# E.  Displaying a Logistics Invoice

# Displaying an Invoice Document with MIR4



MIR4 was discussed earlier as an option to edit and post a parked or held document.  MIR4 can also be used to view a posted MIRO.

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Enter the document number and fiscal year.  Enter, green check, or click Display doc.

The invoice document is displayed.  To see other related documents, click on Follow-on documents.
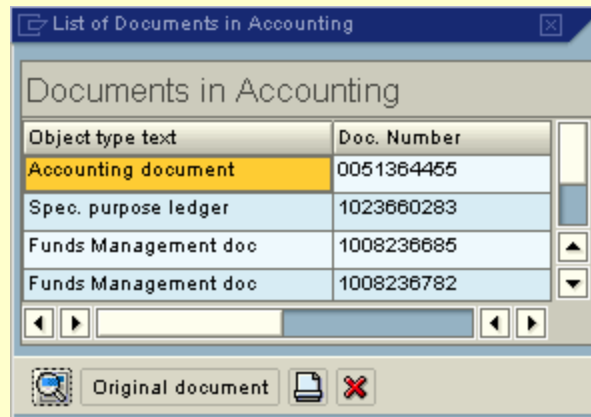
The system displays the document numbers for follow-on accounting, special purpose ledger, and FM documents.  You may view any of these documents by selecting it and choosing the magnifying glass icon.

The accounting document is displayed.  Return to the original document by clicking the back arrow.